

Supervisory Project Manager, GS- 0340-15

NCC: 677-02

Position Number: GS05D16

Introductory Statement: As the Supervisory Project Manager, the work includes project planning, development, analysis, or forecasting; analyzing or managing project resources, objectives, and schedules; preparing overall statuses, including technical, budget, and schedule; and presenting and defending these to top center/agency management.

Project Planning and Management 40%

Serves as the lead in developing strategies for planning and developing major agency programs of national scope and impact. Participates in the development and documentation of long- and short-range planning efforts. Reviews long- and short-range plans, resource projections, priorities, justifications, etc. Makes recommendations on planning efforts that can be undertaken within existing resource levels and advises on the impact of efforts that require additional resources.

Prepares and contributes to reports and other presentations on program planning and evaluation. Designs and conducts a wide variety of comprehensive studies and detailed analyses of complex functions and processes related to long-range planning. Identifies and proposes solutions to management problems which are of major importance to planning program direction. Prepares recommendations which impact the way in which planning is carried out.

Develops, coordinates, and implements strategic plans to include mission, goals, objectives, and implementation strategies. Formulates and implements plans to improve program policies, practices, methods, and organizational structure. Assigns responsibilities for carrying out objectives, coordinates and directs the work among several organizational units, sets performance targets, and resolves differences where required. Handles complex program issues and provides authoritative guidance. Coordinates requirements among organizational units in the formative stages of program initiation, project design, project implementation, and management of ongoing programs. Translates management goals and objectives into effective operations and establishes control systems and progress reporting requirements that monitor production goals or program priorities in order to evaluate progress and results. Adjusts progress schedules and priorities to meet new requirements or unforeseen situations.

Exercises overall responsibility for the annual review of operations and cost allocations, and the maintenance of performance standards for organizational units. Evaluates and analyzes statistics to ascertain overall staffing needs and to forecast future needs. Coordinates building and equipment needs with the proper authorities. Conducts space surveys and prepares relocation plans and relocations as needed.

Supervisory and/or Managerial Responsibilities 25%

Supervises a group of employees performing work at the GS-15 level. Provides administrative and technical supervision necessary for accomplishing the work of the unit.

Performs the administrative and human resource management functions relative to the staff supervised. Establishes guidelines and performance expectations for staff members, which are clearly communicated through the formal employee performance management system. Observes workers' performance; demonstrates and conducts work performance critiques. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effects disciplinary measures as appropriate to the authority delegated in this area. Reviews and approves or disapproves leave requests. Assures that subordinates are trained and fully comply with the provisions of the safety regulations.

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

Conducts Business Systems Analyses and Studies 15%

Conceives, plans, and conducts pioneering business analyses of outstanding scope, difficulty, and complexity in unexplored areas of investigation and/or manages complex and extensive business management programs of critical importance to the agency. The work affects the technical policies of a major department or agency, has a significant bearing on legislation, or involves equivalent implications.

Resolves issues in areas where there are high levels of uncertainty and balances conflicting interests of extreme national or international importance. Contributes new study designs or techniques that are regarded as major advances or have opened the way for further developments, or have solved problems of great importance to the field, the agency, or the public.

Initiates business system study efforts, defines areas of study, monitors study and review approaches, and evaluates study results for conclusions affecting overall systems. Determines feasibility, timing, technical approach, and management of specific study proposals. Serves as a top technical expert and recognized authority in field, and advises and consults on a national level.

Provides Project Advice and Guidance 15%

Serves as an expert consultant on the most challenging program management issues. Provides advice and guidance on undefined issues and elements for programs essential to the agency's mission, such as major the agency programs of national scope and impact. Maintains

agency's mission, such as major the agency programs of national scope and impact. Maintains close contact with headquarters, field centers, commercial industry representatives, and international partners for elements in advanced program areas. Participates as a presenter in national and international seminars and symposia relating to fields of expertise in program management.

Advises, Conducts and Monitors Technical Managerial Functions 5%

Provides authoritative technical decisions, advice, and consultation on variables and unknowns affecting planning, integration, coordination, and critical management problems with respect to safety, costs, and economics. Analyzes, coordinates, and integrates a number of complex program elements into programs that represent a Center-wide/program position. Serves as expert technical management consultant and advisor to subordinate activities in areas such as technology development and commercialization activities at a NASA center. Initiates investigations and risk-management studies to find solutions to critical problems in areas such as resources analysis, technical management systems, technical engineering operations management, or configurations management.

Develops, analyzes, and evaluates long-range plans for a Branch, Center, or program. Develops and implements policies. Oversees the development of trend analysis, process analyses, control policies, and requirements for a Center, or program. Directs surveillance and audit activities. Consults on the development of technical resources and business management systems. Monitors the design and development of advanced technology for a NASA center. Initiates and facilitates technology transfer activities. Serves as the Center, program, and NASA representative. Incumbent has a far-reaching effect on the management of work and programs for extensive NASA engineering activities.

OTHER SIGNIFICANT FACTS:

Performs other duties as assigned.

Reviews and evaluates the contractor's progress related to expenditures, and recommends approval/disapproval for payment as appropriate.

Factor 1- 9 Knowledge Required by the Position

Mastery of program and organizational analysis principles, methods, practices and techniques; analytical methods; and interpersonal relations practices. Skill to apply this mastery in developing new methods and approaches in planning, integrating, and evaluating programs for the agency. Knowledge and skill to advise other specialists in and outside the agency, as well as top managers and decision-makers, on issues of developing, communicating, or enhancing program matters involving interaction with all of the agency's publics, both nationally and internationally.

Factor 2- 5 Supervisory Controls

As a recognized authority in the analysis and evaluation of programs and issues, the employee is subject only to administrative and policy direction concerning overall project priorities and objectives. The employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally

agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change.

Factor 3- 5 Guidelines

Guidelines consist of basic administrative policy statements concerning the issue or problem being studied, and may include reference to pertinent legislative history, related court decisions, state and local laws, or policy initiatives of agency management. The employee uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the employing organization. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in a specialized area.

Factor 4- 6 Complexity

Plans, organizes, and completes analytical studies involving the substance of key agency programs. Obtains input and assistance from other analysts and subject-matter specialists when required. Serves as team leader, assigns segments of study to various participants, coordinates the efforts of the group, and consolidates findings into a completed project. There is extreme difficulty in identifying the nature of the issues or problems and in planning, organizing, and determining the scope and depth of the study. The nature and scope of issues are largely undefined. Difficulty is also encountered in separating the substantive nature of programs or issues into their components and determining the nature and magnitude of the interactions, and in discerning the intent of legislation and policy statements and determining how to translate the intent into program actions.

Factor 5- 6 Scope and Effect

Performs very broad and extensive study assignments related to government programs which are of significant interest to the public and Congress. The programs typically cut across or strongly influence a number of agencies. In many cases, the studies are of major importance to each of several departments and agencies and there may be disagreements about which department or agency has primary responsibility for significant aspects of the function. Studies frequently involve extensive problems of coordination in fact-finding and in reviewing and testing recommendations in interested agencies or with outside groups. Recommendations involve highly significant programs or policy matters and may have an impact on several departments or agencies, and may result in substantial redirection of federal efforts or policy related to major national issues. Results of work are critical to the mission of the agency or affect large numbers of people on a long-term, continuing basis.

Factor 6- 3 Personal Contacts

Contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Factor 7- 3 Purpose of Contacts

The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

Factor 8- 1 Physical Demands

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9- 1 Work Environment

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

SUPERVISORY FACTORS:**Factor 1- 4 Program Scope and Effect**

Directs a segment of a professional, highly technical, or complex administrative program which involves the development of major aspects of key agency scientific, medical, legal, administrative, regulatory, policy development or comparable, highly technical programs; or that includes major, highly technical operations at the Government's largest most complex industrial installations. Impacts an agency's headquarters operations, several bureau-wide programs, or most of an agency's entire field establishment; or facilitates the agency's accomplishment of its primary mission or programs of national significance; or impacts large segments of the Nation's population or segments of one or a few large industries; or receives frequent or continuing congressional or media attention.

Factor 2- 3 Organizational Setting

The position is accountable to a position that is SES level, or equivalent or higher level; or to a position which directs a substantial GS-15 or equivalent level workload; or to a position which directs work through GS-15 or equivalent subordinate supervisors, officers, contractors, or others.

Factor 3- 3 Supervisory/Managerial Authority Exercised

Exercises delegated managerial authority to set a series of annual, multi-year, or similar types of long-range work plans and schedules for in-service or contracted work. Assures implementation (by lower and subordinate organizational units or others) of the goals and objectives for the program segment(s) or function(s) they oversee. Determines goals and objectives that need additional emphasis; determine the best approach or solution for resolving budget shortages; and plan for long range staffing needs, including such matters as whether to contract out work. Works closely with high level program officials (or comparable agency level staff personnel) in the development of overall goals and objectives for assigned staff function(s), program(s), or program segment(s).

OR

Exercises at least eight of the following supervisory authorities and responsibilities:

- Uses any of the following to direct, coordinate, or oversee work: supervisors, leaders, team chiefs, group coordinators, committee chairs, or comparable personnel; and/or provides similar oversight of contractors:

oversight of contractors;

- Exercises significant responsibilities in dealing with officials of other units or organizations or in advising management official of higher rank;

- Assures reasonable equity (among units, groups, teams, projects, etc.) of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of contractor capabilities or of contractor completed work;

- Directs a program or major program segment with significant resources (e.g., one at a multi-million dollar level of annual resources);

- Makes decisions on work problems presented by subordinate supervisors, team leaders, or similar personnel, or by contractors;

- Evaluates subordinate supervisors or leaders and serving as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors;- Makes or approves selections for subordinate supervisory positions and for work leader, group leader, or project director positions responsible for coordinating the work of others, and similar positions;

- Hears and resolves group grievances or serious employee complaints;

- Reviews and approves serious disciplinary actions (e.g., suspensions) involving non-supervisor subordinates;

- Makes decisions on nonroutine, costly, or controversial training needs and training requests related to employees of the unit;

- Determines whether contractor performed work meets standards of adequacy necessary for authorization of payment;

- Approves expenses comparable to within-grade increases, extensive overtime, and employee travel;

- Recommends awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others;

- Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

Factor 4A- 4 Nature of Contacts

Contacts may take place in meetings, conferences, briefings, speeches, presentations, or oversight hearings and may require extemporaneous response to unexpected or hostile questioning. Preparation typically includes briefing packages or similar presentation materials, requires extensive analytical input by the employee and subordinates, and/or involves the assistance of a support staff. Frequent contacts are comparable to any of the following:

- Influential individuals or organized groups from outside the employing agency, such as executive level contracting and other officials of major defense contractors or national officers of employee organizations;

- Regional or national officers or comparable representatives of trade associations, public action groups, or professional organizations of national stature;

- Key staff of congressional committees, and principal assistant to senators and representatives;

- Elected or appointed representatives of State and local governments;

- Journalists of major metropolitan, regional, or national newspapers, magazines, television, or radio media;

- SES, or Executive Level heads of bureaus and higher level organizations in other Federal agencies.

Factor 4B- 4 Purpose of Contacts

The purpose is to influence, motivate, or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals and objectives of the program or segments directed, or involving the commitment or distribution of major resources, when intense opposition or resistance is encountered due to significant organizational or philosophical conflict, competing objectives, major resource limitations or reductions, or comparable issues. Persons contacted are sufficiently fearful, skeptical, or uncooperative that highly developed communication, negotiation, conflict resolution, leadership, and similar skills must be used to obtain the desired results.

Factor 5- 8 Difficulty of Typical Work Directed

The highest graded non-supervisory work directed, which requires at least 25% of this position's duty time, is GS-13 or higher, or equivalent.

Factor 6- 6 Other Conditions

Supervision and oversight involves exceptional coordination and integration of a number of very important and complex program segments or programs of professional, scientific, technical, managerial, or administrative work comparable in difficulty to GS-13 or higher level. Supervision and resource management involves major decisions and actions that have a direct and substantial effect on the organizations and programs managed.

OR

This position manages through subordinate supervisors and/or contractors who each direct workloads comparable to GS-12 or higher.